

The Delaware State Parks Office of Volunteer Services
announces the opening of the following positions:
Volunteer Coordinators

Opening Date: January 28, 2011

Closing Date: When filled

Starting Salary: \$9 per hour, 25-40 hours per week (seasonal)

SUMMARY: This is a long term seasonal position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation. Several positions are available in various regions. This position will consist of approximately 25-40 hours per week from mid-March to mid-November.

The responsibilities for this position include

Essential functions:

- Recruits, interviews and selects volunteers, schedules interviews and does follow-up referrals.
- Supervision of volunteers and volunteer service projects.
- Assesses the need for volunteers and volunteer projects within park or program through consultation with park personnel; explains the concepts and potentials for utilization of volunteer resources.
- Confers with professional staff in order to assign volunteers to specific areas.
- Serves as liaison between volunteers and staff to promote acceptance of volunteers' role.
- Assigns and places volunteers.
- Conducts volunteer orientation and training.
- Prepares recruitment materials and develops and implements recruitment plans in the community through group contracts, media and individual contacts.
- Provides information and counseling to volunteers with regard to their needs and concerns.
- Develops and implements volunteer recognition plans to promote public support of volunteers.
- Makes presentations to civic and community groups to promote interest in volunteerism.
- Promotes volunteerism through participation in community-wide events, contact with local media and membership in professional organizations.
- Maintains records of hours of service and other records as required.
- Performs related work as required.

Minimum Qualifications:

- High school diploma; college degree preferred
- Appreciation and understanding of the natural environment/ parks and recreation.
- Knowledge or ability to learn the concepts, principles and practices involved in the recruitment, supervision and administration of volunteers and volunteer resources.
- Able to communicate effectively with a diverse public.
- Knowledge of community resources for volunteer recruitment.
- Knowledge of the principles and practices of supervision.

- Ability to report and keep records.
- Ability to learn and apply program rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships with superiors, subordinates, volunteers and staff at program sites.
- Knowledge of program development and administration.
- Able to assist with both Indoor and Outdoor programs.
- Able to speak publicly in front of groups or audiences.
- Ability to understand and follow verbal and written instructions.
- Independent and responsible.
- Attends training and performs duties in compliance with Division and Park Customer Service Guidelines and Safety Guidelines.
- Knowledge of natural history, cultural history or recreation science preferred.

BENEFITS: This is a seasonal position, no benefits. Direct Deposit of paychecks will be required as a condition of employment for new employees. Non-standard benefits include uniforms, admission to Delaware State Parks and special events, opportunity to learn or expand knowledge of natural, historical, cultural and recreational resources. First Aid/CPR training, Volunteer Coordinator Training and other Division related trainings may also be offered as determined by the supervisor.

Supervision: Direct supervision by Park Superintendent and Volunteer Administrator.

Regions:

Fort Delaware State Park
Delaware Seashore State Park
Cape Henlopen State Park

APPLICATION PROCEDURES:

Please send resume, 2-3 references and a completed state seasonal application to:

Tess Belcher
Volunteer Administrator
Delaware State Parks, Office of Volunteer Services
152 S. State St.
Dover DE 19901

Note: Applications can be picked up in person at the address above or on-line at
<http://www.destateparks.com/employ/documents/SeasonalEmploymentApplicationandAAS.pdf>

**** All candidates are required to undergo a background check performed by the Division.**



The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce